



THE CITY OF SAN DIEGO

Publication Date: May 5, 2004

Requesting Department: Purchasing Division

NOTICE OF BID OPPORTUNITY

NOTICE IS HEREBY GIVEN, that the City of San Diego is soliciting bids for the commodity or service as described below.

To receive a complete bid package potential bidders are encouraged to download the bid from the City of San Diego's ***Bid & Contract Opportunities web page***, found at www.sandiego.gov under the **Business** section. Please bookmark the Bid and Contract Opportunities web page at www.sandiego.gov/bids-contracts/ to find the latest bid opportunities with the City of San Diego.

Bid Title:	Rental Convenience Copiers
Bid Number:	6681-04-T-RFP
Category Listing:	Service/Equipment
Bid Submittal Date/Time:	June 4, 2004 @ 4:00 p.m.
Pre-Bid Conference Date/Time:	May 10, 2004 @ 1:30 p.m.
Pre-Bid Location:	City of San Diego, Publishing Services, Print Shop, 8835 Balboa Avenue, Suite 100, San Diego, CA 92123-1505
Pre-Bid Conference Special Instructions:	Contractors should estimate duration of the pre-proposal conference to be approximately one (1) hour.
Contact Name:	Tom Roy, CPPB, Senior Procurement Specialist
Contact Number:	(619) 236-6158
Contact E-mail:	TRoy@sandiego.gov

Bid Description: Furnish the City with Rental Convenience Copiers, as may be required for a period of three (3) years from date of award, with options to renew for two (2) additional one (1) year periods.

If you are unable to utilize the online option, bid packages can be obtained by calling the Purchasing Division at (619) 236-6000.

Bids must be submitted on City of San Diego bid forms included in the bid package. Submit completed bid packages to City of San Diego Purchasing Division, 1200 Third Avenue, Suite 200, San Diego, California 92101-4195 on or prior to the time specified above.

The Purchasing Division welcomes your comments and feedback, which you can submit by email to purchasing@sandiego.gov.

It is the policy of the City of San Diego to encourage equal opportunity in its construction, consultant, material and supply contracts. Bids/proposals from small businesses, minority-owned, disabled veteran-owned businesses, women-owned businesses and local firms are strongly encouraged. Contractors are encouraged to subcontract and/or participate in joint ventures with these firms. The City is committed to equal opportunity and will not discriminate with regard to race, religion, color, ancestry, age, gender, disability, sexual orientation, medical condition, or place of birth and will not do business with any firm that discriminates on any basis.

Sign language or oral interpreting services are available at pre-bid meetings and bid openings with a five (5) business day notice to Purchasing at (619) 236-6000.